DIRECTORATE OF TREASURIES AND ACCOUNTS
ANDHRA PRADESH :: HYDERABAD

Memo No.N1/10389/2012   **Dt:23-01-2014**

Sub: T & A Dept – Implementation of electronic payments on pilot basis –
      Certain instructions – Issued – Reg.

Ref:1. DTA, AP Memo No.N1/10389 /2012 Dt.22-01-2014

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This office has issued certain instructions in the memo cited on implementation of electronic payments on pilot basis in respect of bills pertaining to Treasury establishment and hostels of welfare departments in District Treasuries and 9 Sub Treasuries. A screen for capturing the bank account details of all beneficiaries i.e., DDOs, employees and third parties is made avilable in HRMS. The documentation is enclosed herewith for ready reference.

The Deputy Directors of all District Treasuries are requested to complete the data entry in respect of all beneficiaries pertaining to Treasuries and Accounts Department immediately.
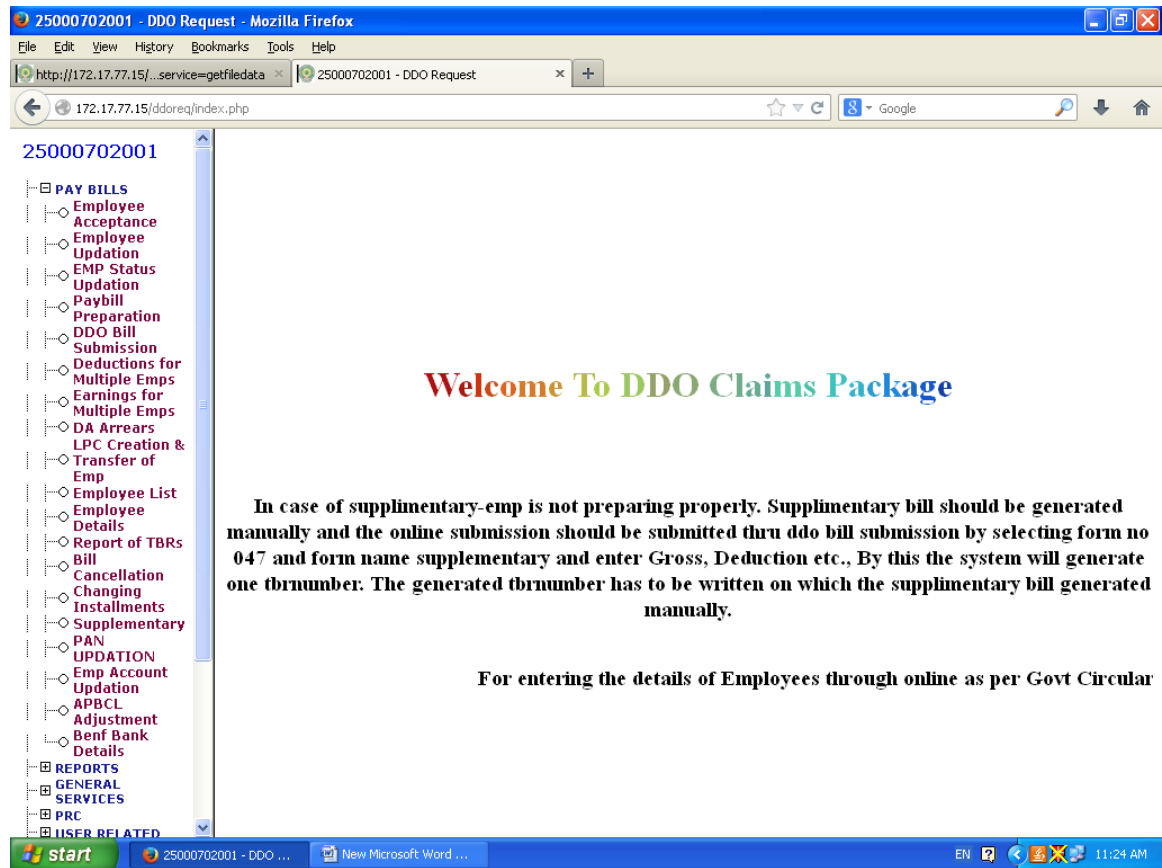
Encl: As above

Sd/-K.Kanakavalli.

DIRECTOR(T&A)

To

The Deputy Directors of all District Treasuries in the state.

Documentation for electronic payments

Screen 1:

DDOs can access the application through HRMS i.e., http://treasury.ap.gov.in/ddoreq

- The DDOs have to login with their User ID and Password.

- Select "Benf Bank details" sub module under "Pay bills" Module.

- The following screen appears.

- The DDO code in the above screen will be automatically populated with your DDO Code.

- When you are entering first record, you have to feed IFSC code and bank account number of DDO current account in Treasury Bank IFSC code and DDO ACCNO fields respectively.

Employee bank details:

- For every employee, the details have to be fed by the DDO.

- Type employee code in the above screen. The name of employee will automatically be displayed.

- Type IFSC code of the bank branch in which the employee is maintaining bank account for receipt of his salary and other benefits should be provided in "IFSC code" field. Once the data is fed, the name of the bank branch will be displayed for cross verification.

- The MICR code will be automatically be displayed in the "MICR code" field.

- The DDO has to enter the bank account number of that employee.

- Press Submit button finally.

Third Party Bank details:

- In this case, no employee code is required. Skip this field.

- Type the party name clearly without any errors.

- Type IFSC code in "IFSC code" field. Name of the branch will be displayed for cross veification.

- MICR code will be displayed automatically.

- Enter the bank account number of third party and press "Submit" for confirmation.

<u>Viewing the data completed</u>

- The DDO can view the list of beneficiaries using "LIST" button.